

Bede Academy



Nursery Admissions Policy

Last review: March 2023
Approval: March 2023
Next review: December 2023

Bede Academy Nursery Admissions Policy

Bede Academy Nursery has 78 part-time places and operates two sessions of three hours each day. This means that 39 children can attend in the morning and 39 children can attend in the afternoon. Children attend for either five morning or five afternoon sessions per week. Applications can only be considered for children wanting to attend all five morning or all five afternoon sessions; the Nursery cannot accommodate requests for fewer than five sessions or for a mixture of morning and afternoon sessions. Please note that each child is only entitled to five free half-day sessions per week within our nursery as we currently do not offer 30 hours provision.

Morning sessions are from 8.45am until 11.45am and afternoon sessions are from 12.20pm until 3.20pm.

At what age can my child start Nursery?

At present Bede Academy has two, fixed Nursery intakes in each academic Year, in September and January. A child can be considered for a place in the Academy's Nursery provided they are already three years old and born on/between 1 January to 31 August to be considered for the September intake or three years' old and born on/between 1 September to 31 December to be considered for the January intake. Very occasionally, following a January intake, the Academy may still have a small number of places available. In this situation children from the list for September of the same year, and born between 1 January and the start of the Easter holidays, will be considered, in accordance with our allocation criteria.

A Nursery place will normally be for the three terms prior to entry into Reception. However, subject to available places, children born between September and December may benefit from up to five terms prior to entry into Reception.

How do I apply for a place at Bede Nursery?

If you wish your child to attend Bede Academy Nursery you should complete a Nursery application form and return it to the Admissions Officer, Bede Academy, Sixth Avenue, Blyth, NE24 2SY. The application will be acknowledged to you and placed on the holding list.

How are places allocated?

All applications are considered together in accordance with The Academy's equal preference scheme. The applications are ranked in accordance with the admissions criteria. Once the applications are prioritised and compared to the number of places available, the offer of places will be determined.

Allocation Criteria

The Principal (Primary) will consider all applications in accordance with the following criteria, set out in priority order, length of time on **any** holding list will not be considered:

- **Children with a statement of educational need or an educational health care plan**
- **Looked After Children and previously Looked After Children**

Children who are in the care of the local authority, or have ceased to be so because they have been adopted, become subject to a child arrangement order or is subject to a special guardianship order.

- **Children with exceptional medical or social need**
Children on whose behalf written evidence is supplied by a professionally involved third party, setting out the particular reasons why the Academy is the most suitable nursery) will have priority given to their application.
- **Children of staff where the member of staff is filling a post for which there is a demonstrable skill shortage.**
- **Siblings in the Academy**
Preference is given to those children who have a sibling(s) who will be in **Reception to Year 6** on the Academy roll at the time of admission. Siblings are recognized as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.
- **Children who live in the published catchment area for the Academy**
Preference is given to those children who live within the Bede Academy Primary Years catchment area, which is a smaller catchment than that of the Secondary Years. Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment.
- **Children of Armed Forces personnel**
Children who have one or more parents serving in the regular armed forces, or whose parent has died whilst serving in the armed forces and receives a pension under the Armed Forces Compensation Scheme/War Pensions Scheme or has a parent who is on full commitment as part of the full-time reserve service.
- **Children in Catchment and Walking distance to the Academy (Bede South Site)**
Walking distance is measured from the closeness of the child's home front door to the front gate of Bede Academy South on Curlew Way, measured by walking the shortest possible line, along a safe walking, public route, which does not include private short cuts or walk across open ground where there are no public rights of way. A safe walking route is defined as being paved/tarmacked and lit at regular intervals.
- **Morning or afternoon preference**
Applications may state a preference for a morning or afternoon place. Where a preference has been stated the criteria will be applied allocating a preference wherever possible; the alternative session may be offered if the first choice is not available.
- **Age and gender spread**
The Academy also considers how the number of children can be properly balanced across the two sessions of the day and whether the number of boys and girls, and age spread, is properly balanced across the two sessions.

The final decision on whether a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance rests with the Principal (Primary).

How will I know if I have a place for my child?

In the term before the requested admission date the Academy will write to you and ask you to re-confirm your interest. Upon confirmation your application will be considered alongside all others.

Approximately three weeks later the Academy will write to you again and inform you of the decision to either offer or refuse your child a place in the Nursery.

If your child is offered a place, you must confirm your acceptance to the Academy in writing within the time frame stated on the offer letter (usually 10 working days from the date of the offer) otherwise the Academy may have to refuse places for other children unnecessarily. It is the responsibility of parents to ensure that the acceptance is received by the Academy. If the Academy does not receive an acceptance within the stated time frame, the Academy reserves the right to release the place and award it to another child.

On receipt of your acceptance the Academy will write to you a final time to invite you to attend a Nursery Induction meeting, at which important information will be given to you. The Academy will also detail arrangements for your child to make a familiarisation visit shortly before their official start date.